

RECEIVABLES CREDIT/DEBIT MEMO FORM

Note: Complete this form electronically and use the drop down menus when provided.

Today's Date:	Oct 30, 2012	
Station:	KMBC	Drop Down
Sales Region:	NATIONAL	Drop Down
Agency:	SRCP Media Inc	
Advertiser:	Jenkins/R/Congress	
Invoice #	965040	Net Invoice Amount
Invoice Date		Amount Paid
	Adjustment to Gross Billing	\$ 100.00
	Adjustment to Net Billing	\$ 85.00
AE Name:	Meredith Thompson	
SM Name:	Tony Kim	
Reason for DEBIT/CREDIT:	POLITICAL RATE ADJUSTMENT	Drop Down
	(Field Required - must use drop down list)	

EXPLANATION (Please explain in detail):

LUR for the w/o 10/22

Sun 5a News 5a-6a = 2x @ \$60 Lur L3 \$35 total rebate \$50

Rachel Ray M-F 9a-10a = 2x @ \$125 Lur L3 \$100 total rebate \$50

Revised invoice required? _____

REQUIRED APPROVALS:

Local AE	Local Sales Region	(Web & Mobile when applicable)
LSM	Local Sales Region	(Web & Mobile when applicable)
NSM	National Sales Region	(Web & Mobile when applicable)
DSM	Digital Sales Region	Web & Mobile optional/station's discretion
GSM	All debits/credits	except Retrans & Non Sales region
Regl Controller	All debits/credits	

Form with all required approvals emailed to Regional C&C Manager

Input to Wide Orbit on: _____ by _____

Updated 03/15/12

RECEIVABLES CREDIT/DEBIT MEMO FORM

Note: Complete this form electronically and use the drop down menus when provided.

Today's Date:	Nov 5, 2012		
Station:	KMBC		Drop Down
Sales Region:	NATIONAL		Drop Down
Agency:	SRCP MEDIA INC		
Advertiser:	Jenkins/R/Congress		
Invoice #	968026-1	Net Invoice Amount	
Invoice Date		Amount Paid	
		Adjustment to Gross Billing	\$ 75.00
		Adjustment to Net Billing	\$ 63.75
AE Name:	Meredith Thompson		
SM Name:	Tony Kim		
Reason for DEBIT/CREDIT:	POLITICAL RATE ADJUSTMENT		Drop Down
	(Field Required - must use drop down list)		

EXPLANATION (Please explain in detail):

LUR for the w/o 10/29

First news weekend 7a-9a 11/4=3x @ \$175 Lur L3 \$150 total rebate \$75

Revised invoice required? ☐

REQUIRED APPROVALS:

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LSM	Local Sales Region	(Web & Mobile when applicable)
NSM	National Sales Region	(Web & Mobile when applicable)
DSM	Digital Sales Region	Web & Mobile optional/station's discretion
GSM	All debits/credits	except Retrans & Non Sales region
Regl Controller	All debits/credits	

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